

**Edison State Community College** invites qualified candidates to apply for the full-time position of the Director of Public Safety and Security – Chief of Police (Armed). The Director of Public Safety and Security – Chief of Police (Armed) provides administrative oversight for the College’s safety and security protocols necessary to safeguard the students, faculty, staff, visitors, and properties to include regional campuses.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer.**

**Functional Responsibilities:**

- Ensures compliance with all laws, rules, and regulations for maintaining a certified police department.
- Oversees the planning, implementation, coordination, and evaluation of specific functions and services necessary to safeguard the College’s employees, students, guests, and properties to include regional campuses.
- Collaborates closely with the Vice President of College Operations/COO and other College administrators to identify areas of security and safety risk and develop, implement, evaluate and update emergency management operation plans to address those risks. This includes coordinating with local law enforcement and emergency responder agencies to conduct comprehensive threat analyses and evaluations of campus vulnerability, recommending appropriate responses, and updating the plans accordingly.
- Coordinates with appropriate departments and staff regarding the operation of the College’s various emergency communication/notification response systems.
- Develops, coordinates and conducts employee training programs and emergency response drills, and ensures that appropriate personnel are trained to respond to a variety of emergency situations.
- Responds to College emergencies and crisis situations.
- Serves as the College’s liaison with local, state and federal agencies concerning safety, security, and emergency operations.
- Maintains current knowledge of policies, procedures, laws, and ordinances relevant to safety and security protocols of the College, and ensures College compliance with local, state and federal laws.
- Provides leadership and management of the College’s Department of Public Safety and Security to include hiring, training, direction and supervision.

- Provides and monitors training of the police officers under their command in order for them to maintain certification.
- Completes necessary reporting to the state.
- Evaluates necessary safety and security measures for new facilities and campuses.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for safety and security functions and programs in accordance with the strategic plans of the College.
- Continuously monitors and evaluates the efficiency and effectiveness of safety and security service delivery.
- Develops and manages the budgets necessary for the effective operation of the College's safety and security programs.
- Serves on other College committees as assigned.
- Performs other duties as assigned by the Vice President of College Operations/COO.

**Required Knowledge, Skills, and Personal Qualifications:**

- Ability to communicate effectively, both orally and in writing.
- Ability to safely operate a motor vehicle.
- Ability to understand and follow specific instructions and procedures.
- Strong interpersonal skills, flexibility, and customer service orientated.
- Ability to react calmly and effectively in emergency situations.
- Skilled in performing building safety and security procedures.
- Ability to detect and handle safety and security problems.
- Skilled in operating a personal computer and standard office equipment.
- Required to remain current in all areas of law enforcement regardless if the knowledge or skills are used daily, weekly, annually, or infrequently.
- Must maintain a demonstrated proficiency with all equipment which requires annual qualifications(s) and certification(s).
- Required to maintain CPR/AED/First Aid training.
- Must possess and maintain certificates for the use of firearms, OC Spray, the ASP Baton, and the TASER, if applicable
- Perform the physical requirements of the position which include but are not limited to lifting, bending, standing, or walking.

- Must have and maintain a current driver's license and a satisfactory driving record.

**Required Experience:**

- Must have a minimum of six (6) years of experience in law enforcement field operations of which three (3) must be administrative in nature.
- Must possess and maintain weapons qualification/appropriate credentials to carry a firearm.
- Must possess and maintain a valid Ohio driver's license.
- Must pass a pre-employment drug test and criminal background check.
- Knowledge of Ohio Revised Code, preferred.

**Required Educational Background:**

- Bachelor's degree in criminal justice, law enforcement, fire science, security management or related public safety field from a regionally accredited institution.
- In lieu of a Bachelor's degree, an Associate degree in one of the fields specified above and ten (10) years of related experience, three (3) of which must be administrative.
- Required to maintain certifications as an Ohio Peace Officer and Ohio Chief of Police

**Supervises Following Regional Campus Staff/Faculty:**

- Campus Security Officers
- Campus Police Officers
- Contracted Security Staff
- Student Workers
- Others as assigned

**Other:**

Some evenings or weekends may be required.